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DRAFT
21 March 1947

MEMORANDUM
NUMBER

SUBJECT: Payroll and Personnel Procedures

Procedure for handling and routing personnel documents within CIG and between CIG and other government agencies, in compliance with Civil Service Regulations.

I. New Appointments.

(a) The Personnel Office will forward to the Payroll Unit a fanfold copy of Form 50 which will include all pertinent information necessary for payroll purposes, together with an attached W-4 Form indicating the individual's tax exemption.

(b) Standard Form 50 will indicate under the Remarks Column "No-strike Affidavit executed" and the date of oath which is the advice to the Payroll Unit that these documents are in the individual's personnel file.

(c) Should the employee request retirement deductions a properly completed Form 2806 will be forwarded to the payroll office with the documents outlined in Ia above.

(d) Should the employee request payroll deductions for the purchase of War Savings Bonds or Insurance it will be necessary that the individual be sent to the Special Funds Office for execution of the required documents.

II. Transfers From Other Government Agencies.

(a) After the preliminary personnel processing and the entrance on duty of the employee, the Personnel Office, in addition

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to the payroll requirements as outlined in 1a, b, c and d above, will forward a copy of the Form 50, Employment Document, (by transfer) to the transferring agency.

(b) Upon receipt of this notification the releasing agency will forward to the Personnel Office the complete individual's file with the basic documents as required by the Civil Service Commission.

(c) The Annual and Sick leave record card will be extracted by the Personnel Office and forwarded to the Payroll Unit for credit to the employee's leave record.

(d) The individual's file will be maintained in the Personnel Office during the period of employment with this Organisation.

III. Promotions, Reclassifications and Transfers within CIG.

(a) The Payroll office will be notified of any and all such changes by means of a fanfold copy of Form 50.

IV. Transfers to Other Government Agencies.

(a) The Personnel Office will advise the Payroll Unit of an imminent transfer by forwarding an original and duplicate copy of Form 37-3, Personnel Action Request.

(b) In order to avoid over payment and subsequent necessary adjustments the Payroll Unit will stop payment on subject individuals and carry them in an "Undetermined Status."

(c) Upon actual receipt of Form 50 by the Payroll Unit indicating the exact date of the transfer action, final payment will be made and the leave record card closed out accordingly, and a duplicate leave card will be forwarded to the Personnel Office.

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(d) Upon receipt of a Form 50, Employment Action, from the other Agency the Personnel Office will include the duplicate leave record card in the individual's personnel file which will be forwarded to the employing agency.

(e) In the event that such employees have had deductions for retirement made from their salary the Payroll Unit will complete Form 2806 and forward same to the Civil Service Commission.

V. Terminations and Resignations.

(a) The Payroll Unit will be advised by the Personnel Office in the same manner as IVa above.

(b) In order to avoid over payment and subsequent necessary adjustments the Payroll Unit will stop payment on subject individuals and carry them in an "Undetermined Status."

(c) Form 37-3 will be held in the Payroll Unit pending receipt of the final Form 1130, Time and Attendance Report, which will supply the last working day of the individual.

(d) Upon receipt of this information the Payroll Unit will compute the leave balances and include this information on Form 37-3 with the following information.

1. Last working day.
2. Number of terminal leave hours.
3. Period covered by such leave.

A copy of the Form 37-3 so completed will then be forwarded to the Personnel Office.

(e) Upon receipt of the completed Form 37-3 the Personnel Office will process Form 50 on termination and will include under the Remarks Column the pertinent leave data.

(f) The Personnel Office will send a copy of the final action on Form 50 to the Payroll Unit and terminal salary payments will be made.

(g) In the event that such employees have had deductions for retirement made from their salary the Payroll Unit will complete Form 2806 and forward same to the Civil Service Commission.

VI. The individual personnel files on employees who are terminating or resigning and are not accepting further government employment will become the permanent property of this Organization. However, should any former employee of this Organization return to government service after an extended period the file will be forwarded upon request as outlined above.

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